

TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Dennis Andresky, Parks and Recreation Director 954 797-1150

PREPARED BY: Bette Gibson, CLP, Recreation Coordinator

SUBJECT: Resolution

AFFECTED DISTRICT: Townwide

ITEM REQUEST: **Schedule for Council Meeting**

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AWARDED THE BID FOR THE RENTAL OF TOWN FACILITIES TO CONDUCT YOUTH AND ADULT KARATE PROGRAMS TO JOSEPH KELLJCHIAN.

REPORT IN BRIEF: The Town sent out an RFP regarding the rental of specified Town facilities for use in conducting Karate or Martial Arts Programs. Two vendors responded. Neither vendor provided a room rental fee as specified. A Best and Final Offer Notice was sent to both responders to clarify that a flat monthly room rental fee was desired. Only one vendor, Joseph Kelljchian, responded to the Best and Final Offer Notice. Mr Kelljchian meets all of the requirements of the RFP and proposes to offer karate programs at the Ivnahoe Community Center and the Pine Island Park Multipurpose Center per the RFP Terms and Conditions. Staff recommends award of the bid to Joseph Kelljchian as presented.

PREVIOUS ACTIONS:

CONCURRENCES: N/A

FISCAL IMPACT: Yes

Has request been budgeted? No

If yes, expected cost: \$

Account Name: Contractual Services/Recreation

If no, amount needed: \$

What account will funds be appropriated from:

Additional Comments: Revenue to the Town of \$5214.00 per year.

RECOMMENDATION(S): Motion to approve Resolution

Attachment(s): Resolution, Department Recommendation Memo, Bid Opening Report, Procurement Authorization and vendor information.

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AWARDED
THE BID FOR THE RENTAL OF TOWN FACILITIES TO CONDUCT
YOUTH AND ADULT KARATE PROGRAMS TO JOSEPH
KELLJCHIAN.

WHEREAS, the Town of Davie conducted a formal RFP to rent specified Town facilities
for Karate or Martial Arts Programs and

WHEREAS, Joseph Kelljchian was the only vendor to provide a response to the RFP;
and

WHEREAS, Mr. Kelljchian meets all requirements of the RFP and is qualified to conduct
the specified programs; and

WHEREAS; The Towns Bid Selection Committee recommends bid award to Joseph
Kelljchian for the specified services; and

WHEREAS, after review, the Town Council wishes to award the specified bid to Joseph
Kelljchian

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
DAVIE, FLORIDA.

SECTION 1. The Town Council of the Town of Davie does hereby award the bid for
Karate and Marital Arts Programs to Joseph Kelljchian.

SECTION 2. The initial term of the agreement is for a one year period. The agreement
may be extended for four one year extensions by mutual agreement of the parties and approval of
the Town of Davie Town Council.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

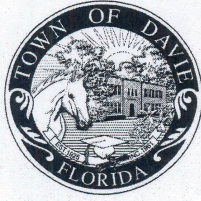
PASSED AND ADOPTED _____ DAY OF _____, 2008.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

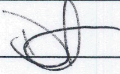
APPROVED THIS _____ DAY OF _____, 2008



PARKS AND RECREATION DEPARTMENT
6901 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1145 • FAX: 954.797.1148 • WWW.DAVIE-FL.GOV

Memorandum

TO: Herb Hyman, Procurement Manager

FROM: Dennis Andresky, Director Parks & Recreation 

SUBJECT: Karate Instructor Bid B-08-26 Award Recommendation

DATE: March 20, 2008

It is recommended that the above referenced bid be awarded to:

Joseph Kelljchian
5031 SW 160th Avenue
Southwest Ranches, FL 33331

This recommendation is based on:

1. Mr. Kelljchian was the only vendor that responded to the Towns "Best and Final Offer" notice for this bid.
2. Mr. Kelljchian has provided satisfactory Karate Instructor service to the Town for twenty-six years.
3. Mr. Kelljchian will be conducting classes at the Ivanhoe Community Center and Pine Island Park Community Center.
4. The bid award will result in revenue to the Town in the amount of \$5,214.00 per year.

BID OPENING REPORT

BID NAME: Karate Instructor

TIME: 2:21

BID NUMBER: B-08-26

DATE: 2-21-08

ESTIMATED COST: Revenue to town

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	Joseph Kelljichian	See attached proposals	
2.	Sold Coast Materials		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

SPECS SENT TO TWELVE (12) PROSPECTIVE BIDDERS
TWO RESPONSES REC'D (1 BID + 1 NO RESPONSIVE BID)

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: Angela Salvies

DATE: 2-21-08

WITNESS: Elona Blackiston

DATE: 2-21-08

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0804-572-0324	Karate or Martial Arts Programs	Revenue to Town

METHOD OF PROCUREMENT (check the one that applies)

☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved: N/A - REVENUE TO THE TOWN
Date: 1/23/08 Signed: (Signature)

Signed (Signature)
Town Administrator

BIDS SUBMITTED

VENDOR	COST
JOSEPH KELLICHIAN	* SEE BELOW
GOLD COAST MARTIAL ARTS ASSOC.	NOT RESPONSIVE

* VENDOR WILL PAY THE TOWN \$432.50/MO. FOR USE OF THE
RENTS TO CONDUCT KARATE CLASSES

Signed: (Signature)
Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

VENDOR	COST
JOSEPH KELLICHIAN	\$432.50/MO - REVENUE TO THE TOWN

BEST AND FINAL PRICING FOR BID B-08-26

Ivanhoe Community Center	\$ 202.00 /Mo.
Shenandoah Park Activity Center - not bidding on this location.	\$ --- /Mo.
Pine Island Park	\$ 232.50 /Mo.
Eastside Community Hall - not bidding on this location.	\$ --- /Mo.

BIDDER: Joseph Kelljchian

ADDRESS: 5031 S. W. 160 Ave.

Southwest Ranches, FL 33331

BY: 

Signature

Joseph Kelljchian

Please Type or Print Name Here

TITLE: Martial Arts Instructor

DATE: March 13, 2008

PHONE: (954) 434-7087

FAX: (954) 434-5873

Request for Taxpayer
Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See specific instructions on page 2.

Name (as shown on your income tax return) Joseph Kelljchian	
Business name, if different from above	
Check appropriate box: <input checked="" type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) 5031 S. W. 160 Ave.	Requester's name and address (optional)
City, state, and ZIP code Southwest Ranches, FL 33331	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
2 6 1 4 6 0 3 9 1 0
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person  Date **2-20-08**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a partner if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

Vendor/Bidder Disclosure

I, Joseph Kelljchian, being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: Joseph Kelljchian
Address: 5031 S. W. 160 Ave.
Southwest Ranches, FL 33331
FEIN _____ Social Security No.: 261-66-0390
State and date of incorporation N/A

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
		%
	N/A	%
		%
		%

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address
	N/A

By: [Signature]
Signature of Affiant

Date: 2/18/08

Joseph Kelljchian
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 18 day of
February 2008, by Joseph Kelljchian, he/she is
personally known to me or has presented DL as
identification.



Kimberly S. Sovik
MY COMMISSION# DD412406 EXPIRES
April 1, 2009

[Signature]
Notary Public, State of Florida at Large

Kimberly S. Sovik
Print or Stamp of Notary

Serial Number

My Commission Expires: 4-1-09

March 6, 2008

Subject: **Karate Instructor, B-08-26**

To All Bidders:

Thank you for taking the time to submit a proposal for the above captioned formal bid. We have reviewed all the responses that were submitted to us. None of the proposals received were responsive to the RFP document with regard to the room rental fee. What the Town was looking for was a flat room rental fee on a monthly basis. We are not looking for anything that is tied into a percentage of the attendance, just a flat fee per month that you would give the Town to rent that room.

Therefore, we are providing you with the opportunity to submit a **"best and final offer"** to the Town. We encourage you to submit a rental fee rate for every facility that you want to hold classes at, as the Town could consider a split award. Please provide these room rental rates on the attached page.

All insurance provisions as stated in the original RFP document shall be in effect. Please submit a Broward County Tax Receipt (formerly called occupational license) and a Town of Davie Business Tax Receipt, if your business is located within the Town of Davie with you bid.

Your "best and final" offer is due to us on or before 2:00 p.m. on Friday, March 14, 2008. Bids should be delivered to the Purchasing Division, 6591 Orange Drive, Davie, FL 33314. Bids will be opened on or about 2:00 p.m. on Friday, March 14, 2008 at the Davie Town Hall. Bids will be opened and read aloud in the Town of Davie Purchasing Department.

Should you have any further questions concerning this matter, please contact me at (954) 797-1016.

By: Herb Hyman, CPPB, FCPM, FCPA
Procurement Manager

BEST AND FINAL PRICING FOR BID B-08-26

Ivanhoe Community Center	\$ _____/Mo.
Shenandoah Park Activity Center	\$ _____/Mo.
Pine Island Park	\$ _____/Mo.
Eastside Community Hall	\$ _____/Mo.

BIDDER: _____

ADDRESS: _____

BY: _____
Signature

Please Type or Print Name Here

TITLE: _____

DATE: _____

PHONE: _____

FAX: _____